

US-CA-Sacramento-Compliance Specialist

THE EMPLOYER:

The Turtle Health Plan is an Indian owned HMO-in-formation which is headquartered in Sacramento, California. When operational in late 2003, the Turtle will provide services to Medi-Cal and Healthy Families eligibles who receive medical services through Indian Health Services clinics. The plan will link 22 Indian health care programs in 32 counties into a coordinated health care delivery system operating under California's Knox-Keene Health Plan Act.

POSITION SUMMARY:

Under general direction of the Chief Operations Officer, the Compliance Specialist is responsible for assuring that implementation and operation of the Turtle Health Plan is in compliance with all relevant Knox-Keene, Medicaid, S-CHIP (Healthy Families) and HIPPA laws, regulations, and/or contractual requirements. For each of the Turtle Health Plan's lines of business, the Compliance Officer will research and evaluate legislation and regulatory policies to determine impact on plan operations, and will coordinate special projects as assigned.

PRIMARY RESPONSIBILITIES:

1. Drafts and proposes filings and plan amendments for submission to the Department of Managed Health Care, Department of Health Services; the California Managed Risk Medical Insurance Board; and other regulatory agencies; drafts and maintains the Health Plan's Combined Evidence of Coverage and Disclosure Forms for all product lines.
2. Researches and analyzes managed care policies, HIPPA policies and procedures, state and federal regulations, contracts, and proposed legislation as they relate to current and potential lines of business; evaluates impact on organization; confer with management on operational impact; assist management in the research and interpretation of DHS and MRMIB contract and regulatory language.
3. Assists in coordination activities for company-wide legal audits established to investigate and monitor compliance with standards and procedures as required by the compliance program; reviews compliance requirements imposed by regulatory agencies; drafts and proposes responses to state and federal audit exceptions.
4. Drafts, recommends, and maintains policies and procedures for the operation of the Turtle Health Plan's compliance program; confers with management staff as directed to identify and correct potential areas of non-compliance and anticipate future compliance requirements; insures distribution and dissemination of pertinent compliance issues and updates to appropriate staff.

5. Represents the Turtle Health Plan as assigned on a variety of state-wide committees relating to compliance, and regulatory issues; acts as a liaison between the Plan and State and Federal agencies.
6. Develops and conducts training programs to promote understanding of compliance issues, laws, regulations, and consequences of non-compliance.
7. Drafts a wide variety of reports and correspondence; compiles data as assigned.
8. Coordinates special projects as identified by the Chief Operations Officer and other THP management staff.

QUALIFICATIONS:

1. Knowledge of State and Federal laws and regulations applicable to prepaid health plans including HIPPA; principles of gathering and analyzing information; basic statistical computations and graphics; health care policy and procedures; principles of technical and business report writing; effective writing skills; and general knowledge of information and telecommunication systems.
2. Skill in researching, developing and producing standard and ad hoc reports which extract needed information from various sources.
3. Skill in producing accurate work.
4. Must be able to demonstrate good communication and prioritization skills, and to have the ability to develop and operationalize policies and procedures.
5. Skill in maintaining a professional demeanor in person or over the phone.
6. Ability to plan and prioritize work in such a way as to meet deadlines.
7. Ability to work independently and exercise sound judgments.
8. Ability to work flexible and irregular hours on occasion.
9. Ability to train others effectively.
10. Ability to quickly learn new computer software systems.

Education and Experience:

Required:

- * Bachelor's degree from an accredited college or university in business or public administration; health administration, or BA plus increasingly responsible health management experience.
- * Two years of experience in a managed care environment including experience with preparation of regulatory filings for Knox-Keene Act health plan licensure applications.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

If interested, please forward your resume to the Turtle Health Plan at Turtlejobs@crihb.ihs.gov